



LEONIDAS RALPH MECHAM
Director

**ADMINISTRATIVE OFFICE OF THE
UNITED STATES COURTS**

CLARENCE A. LEE, JR.
Associate Director

WASHINGTON, D.C. 20544

September 30, 2005

MEMORANDUM TO: **ALL UNITED STATES JUDGES
CIRCUIT EXECUTIVES
FEDERAL PUBLIC/COMMUNITY DEFENDERS
DISTRICT COURT EXECUTIVES
CLERKS, UNITED STATES COURTS
CHIEF PROBATION OFFICERS
CHIEF PRETRIAL SERVICES OFFICERS
SENIOR STAFF ATTORNEYS
CHIEF PREARGUMENT/CONFERENCE ATTORNEYS
BANKRUPTCY ADMINISTRATORS
CIRCUIT LIBRARIANS**

SUBJECT: Omega World Travel (**IMPORTANT INFORMATION**)

Effective October 1, 2005, Omega World Travel (Omega) replaces National Travel, Inc. (NTI) as the judiciary's nationwide Travel Management Center (TMC). The purpose of this memorandum is to provide you with additional information about Omega's hours of operations and current services.

Reservations

Travelers may make reservations with an Omega agent by calling the following toll-free numbers:

| | |
|--------------|---|
| 866-450-0401 | Monday - Friday 7:30 am - 9:00 pm (Eastern Time) |
| 866-843-7531 | Monday - Friday 8:00 am - 4:30 pm (Alaska, Hawaii courts) |
| 671-653-1139 | Monday - Friday 7:30 am - 4:30 pm (Guam court) |
| 866-450-0402 | Emergency Number: There is a charge of \$13.60 per call when you contact an Omega agent using this toll-free emergency number. This applies to after hours as well as during Omega's normal business hours. In a non emergency situation, you may e-mail Omega at any time at AOUSC@owt.net without additional cost. |

The \$13.60 per call charge will be charged to travelers' individual credit cards or the court's centrally billed Citibank account. This charge will be in addition to the transaction fee for booking a reservation through the emergency toll-free number and may be claimed on the traveler's travel voucher in the same manner as booking transaction fees. This number should only be used in an emergency situation and not during Omega's normal hours of operation.

Transaction Fees

Transaction fees vary as follows:

| | |
|-------------|---|
| \$21.45 | Domestic Commercial Transportation (e.g., airline, train) Reservation Booked by Telephone |
| \$26.45 | International Commercial Transportation Reservation Booked by Telephone |
| \$ 5.25 | On-line Booking for Domestic and International Reservations |
| \$ 1.50 | On-line Booking for Hotel/Rental Car Reservations (cost per reservation) |
| \$13.60 | Per Call Charge for Using the Emergency Toll-Free Number |
| \$20 - \$50 | Paper Ticket (costs vary by individual airlines) |

Reservations Made Through NTI

NTI will transfer all open reservations, including airline reservations not ticketed, to Omega on September 30, 2005.

If you made reservations through NTI on or before September 30, 2005, and have not received your airline tickets (e-ticket or paper ticket), you should call NTI at 800-445-0668 to check the status of your reservation. NTI will handle emergency calls for these reservations through October 2, 2005.

Travelers' Profiles

You may establish a profile with Omega *prior to* making your first reservation or *at the time that you make your first reservation* by logging onto the Omega website and following the instructions below under Profiler Log-on. When completing your traveler's profile, you will have the opportunity to change your password. You can update your profile including changing your password at any time. Changes will take 24 hours to process.

Profiler Log-on (Establishing Your Traveler Profile with Omega)

The following instructions will enable you to log-on to establish your traveler profile:

1. Go to the Omega website at www.OWT.net
2. Click on *Government Services*
3. Click on the *Administrative Office of the U.S. Courts* web page link
4. Click on the *AOUSC Online Profiles* link
5. Enter your User ID and Initial Log-on Password

Your User ID is your *last name, underscore, first name, underscore, your circuit number*. For example, John Doe works in the First Circuit and his User ID will be: Doe_John_01. For the District of Columbia Circuit use DC as your circuit number.

Your initial log-on Password is AOUSC

6. Click on *Get Profile*

Enter your information that you want in your profile. **Using the Profile Centre**, located on the right side of the screen, you can enter additional information for airlines, rental cars and hotel memberships; airline seating/meal preferences; special service request such as wheelchairs; passport; travel arranger or to change your password.

7. Click on *Update Record* to record this information into your profile

If you have any questions about this memorandum you may contact Kathy Fletcher on 202-502-1393 or Janice Jackson on 202-502-2267 of the Travel and Payment Management Branch.

A handwritten signature in black ink, reading "Leonidas Ralph Mecham". The signature is fluid and cursive, with the first name "Leonidas" and last name "Mecham" clearly distinguishable.

Leonidas Ralph Mecham